

## Agenda

### Board of Supervisors Reorganization Meeting - 3:00PM

January 2, 2024

1) Call meeting to order: *Interim Chair*, \_\_\_\_\_

2) Pledge of Allegiance.

3) Nominate \_\_\_\_\_ to serve as ***Chair*** of the Board of Supervisors.

Motion\_\_\_\_\_ Second\_\_\_\_\_

4) Nominate \_\_\_\_\_ to serve as ***Vice-Chair*** of the Board of Supervisors.

Motion\_\_\_\_\_ Second\_\_\_\_\_

5) Appoint \_\_\_\_\_ to serve as ***Township Secretary***.

Motion\_\_\_\_\_ Second\_\_\_\_\_

6) Appoint \_\_\_\_\_ to serve as ***Asst. Township Secretary***; to assist and perform duties of Township Secretary in absence of or disability of Township Secretary

Motion\_\_\_\_\_ Second\_\_\_\_\_

7) Appoint \_\_\_\_\_ to serve as ***Township Treasurer***.

Motion\_\_\_\_\_ Second\_\_\_\_\_

8) Appoint \_\_\_\_\_ to serve as ***Asst. Township Treasurer***.

Motion\_\_\_\_\_ Second\_\_\_\_\_

9) Establish the Appointed Treasurer's Bond in the amount of \$500,000.00

Motion\_\_\_\_\_ Second\_\_\_\_\_

10)Appoint \_\_\_\_\_ to serve as **Chief Administrator** of the Township Non-Uniformed Pension Plan.

Motion\_\_\_\_\_ Second\_\_\_\_\_

11)Appoint \_\_\_\_\_ to serve as the Township **Emergency Management Coordinator**.

Motion\_\_\_\_\_ Second\_\_\_\_\_

12)Appoint \_\_\_\_\_ to serve as Township **Emergency Management Deputy**.

Motion\_\_\_\_\_ Second\_\_\_\_\_

13)Appoint \_\_\_\_\_ to serve as Township **Safety Coordinator**.

Motion\_\_\_\_\_ Second\_\_\_\_\_

14)Appoint \_\_\_\_\_, Township Supervisor to serve as **Township representative to the Pocono Mountain Regional Police Commission**.

Motion\_\_\_\_\_ Second\_\_\_\_\_

15)Appoint \_\_\_\_\_, Township Supervisor to serve as **Township representative to the Pocono Mountain Regional Police Commission**.

Motion\_\_\_\_\_ Second\_\_\_\_\_

16)Appoint \_\_\_\_\_, Township of Tobyhanna **resident/ taxpayer, to serve as Township representative to the Pocono Mountain Regional Police Commission**.

Motion\_\_\_\_\_ Second\_\_\_\_\_

17)Appoint \_\_\_\_\_, to serve as the **Township representative to the Pocono Mountain Council of Governments.**

Motion\_\_\_\_\_ Second\_\_\_\_\_

18)Appoint \_\_\_\_\_, to serve as the **Alternative Township representative to the Pocono Mountain Council of Governments.**

Motion\_\_\_\_\_ Second\_\_\_\_\_

19)Appoint \_\_\_\_\_, to serve as the **Township representative to the Monroe County Associations of Township Officials.**

Motion\_\_\_\_\_ Second\_\_\_\_\_

20)Appoint \_\_\_\_\_, to serve as the **Alternative Township representative to the Monroe County Associations of Township Officials.**

Motion\_\_\_\_\_ Second\_\_\_\_\_

21)Appoint \_\_\_\_\_, **Township Supervisor, to serve as a representative to Pocono Mountain Regional Emergency Medical Services.**

Motion\_\_\_\_\_ Second\_\_\_\_\_

22)Appoint \_\_\_\_\_, **Township Supervisor, to serve as a representative to Top of the Mountain Open Space Advisory Committee.**

Motion\_\_\_\_\_ Second\_\_\_\_\_

23)Appoint \_\_\_\_\_, to serve as **Open Records Officer** in accordance with the Pennsylvania Right-To-Know Law.

Motion\_\_\_\_\_ Second\_\_\_\_\_

24) Appoint \_\_\_\_\_ to serve as **Assistant Open Records Officer** in accordance with the Pennsylvania Right-To-Know-Law.

Motion \_\_\_\_\_ Second \_\_\_\_\_

25) Appoint \_\_\_\_\_, **Township Supervisor**, to serve as a *representative to Monroe County Tax Collection Committee*.

Motion \_\_\_\_\_ Second \_\_\_\_\_

26) Appoint \_\_\_\_\_ to serve as **Chair of the Vacancy Board**.

Motion \_\_\_\_\_ Second \_\_\_\_\_

27) Appoint \_\_\_\_\_ as **recording secretary** to the Board of Supervisors.

Motion \_\_\_\_\_ Second \_\_\_\_\_

28) Appoint \_\_\_\_\_ to act as **Township Solicitor** at \$ \_\_\_\_\_ per hour.

Motion \_\_\_\_\_ Second \_\_\_\_\_

29) Appoint \_\_\_\_\_ to act as **Township Planning Commission Solicitor** at \$ \_\_\_\_\_ per hour.

Motion \_\_\_\_\_ Second \_\_\_\_\_

30) Appoint \_\_\_\_\_ to act as **Special Counsel for Intermunicipal Agreements and Sewer Related Business** at \$ \_\_\_\_\_ Per hour

Motion \_\_\_\_\_ Second \_\_\_\_\_

31) Appoint \_\_\_\_\_ **UCC Appeals Board Solicitor** at \$ \_\_\_\_\_ per hour.

Motion \_\_\_\_\_ Second \_\_\_\_\_

32) Entertain a motion establishing the payment of employee salaries and wages on a bi-weekly basis.

Motion\_\_\_\_\_ Second\_\_\_\_\_

33)Entertain a motion establishing the 2024 Holiday Schedule for Township Employees.

Motion\_\_\_\_\_ Second\_\_\_\_\_

34)Entertain a motion establishing the Tax Assessor's bond at \$40,000 per annum.

Motion\_\_\_\_\_ Second\_\_\_\_\_

35)Entertain a motion establishing the 2024 mileage rate (IRS Mileage Rate set at \$.67 for 2024).

Motion\_\_\_\_\_ Second\_\_\_\_\_

36)CERTIFY **the five (5) Township Board of Supervisors and Township Managers** *as delegates to the Pennsylvania Township Supervisors 2024 Annual Convention.*

Motion\_\_\_\_\_ Second\_\_\_\_\_

37)CERTIFY \_\_\_\_\_ to serve as the ***Voting Delegate*** *to the Pennsylvania State Association of Township Supervisors 2024 Annual Convention.*

Motion\_\_\_\_\_ Second\_\_\_\_\_

38)Approve Agreement to retain **Brian Oram, PG** for the year 2024 as the ***professional soil scientist*** for the Township at the rates set forth in the agreement.

Motion\_\_\_\_\_ Second\_\_\_\_\_

39) Approve \_\_\_\_\_ Proposal for **Traffic Engineering Services** on an as-needed basis for the year 2024.

Motion \_\_\_\_\_ Second \_\_\_\_\_

40) Approve \_\_\_\_\_ Proposal for **Alternate Traffic Engineering Services** on an as-needed basis for the year 2024.

Motion \_\_\_\_\_ Second \_\_\_\_\_

41) Appoint \_\_\_\_\_ as **Sewage Enforcement Officer** for the year 2024.

Motion \_\_\_\_\_ Second \_\_\_\_\_

42) Appoint \_\_\_\_\_ as **Alternate Sewage Enforcement Officer** for the year 2024.

Motion \_\_\_\_\_ Second \_\_\_\_\_

43) Consider for enactment **Resolution No. 2024-001**; designating certain financial institutions as depositories for Township monies.

Motion \_\_\_\_\_ Second \_\_\_\_\_

44) Consider for enactment **Resolution No. 2024-002**; appointing \_\_\_\_\_ to serve as Special Counsel to the Board on any legal matter that becomes a conflict with the Township Solicitor at \$ \_\_\_\_\_ per hour.

Motion \_\_\_\_\_ Second \_\_\_\_\_

45) Consider for enactment **Resolution No. 2024-003** setting a fee schedule for Subdivision and Land Development, Planned Residential Development, Zoning Hearing Board, Board of Supervisors, and other miscellaneous fees.

Motion\_\_\_\_\_ Second\_\_\_\_\_

46) Consider for enactment **Resolution No. 2023-004** setting the dates times and places of public meetings to be held.

Motion\_\_\_\_\_ Second\_\_\_\_\_

47) Consider 2024 Board of Supervisors Committee Assignments

- Budget & Finance – Appoint \_\_\_\_\_
- Personnel & Negotiating – Appoint \_\_\_\_\_
- Policy & Procedures – Appoint \_\_\_\_\_
- Public Works & Maintenance – Appoint \_\_\_\_\_

48) Consider Vacancies

- 2 Member to the Planning Commission as follows:
  - 2 Members to fill 4-year term (April, 2024)

Motion\_\_\_\_\_ Second\_\_\_\_\_

- 4 Members to the Sewer Authority as follows:
  - 3 Board Members to fill 5-year term
  - 1 Resident Member to fill 5-year term (December 2024)

Motion\_\_\_\_\_ Second\_\_\_\_\_

- 2 Member to the Economic Development Authority as follows:
  - 1 Board Member to fill 6-year term
  - 1 Member to fill 6-year term (December 2024)

Motion\_\_\_\_\_ Second\_\_\_\_\_

- 2 Members to the Neighborhood Improvement District Authority as follows:
  - 1 Board Members to fill 5-year term
  - 1 Member to fill 5-year term (December 2023)

Motion\_\_\_\_\_ Second\_\_\_\_\_

- 4 Members to the Building Codes Appeal Board as follows:
  - 3 Member to fill 5-year term
  - 1 Alternate Member to fill 5-year term (December 2024)

Motion\_\_\_\_\_ Second\_\_\_\_\_



49) Discussion Items: (Any Discussion Items may have ACTION Taken)

- a) Discuss Zoning Hearing Board Alternate Members

Motion\_\_\_\_\_ Second\_\_\_\_\_

50) Action Items:

- a) Consider Engagement Letter of Newman Williams as special counsel for I-380 Ramp Relocation Right-of-Way Acquisition

Motion\_\_\_\_\_ Second\_\_\_\_\_

51) Consider Bill Pack: **\$90,842.06**

Motion\_\_\_\_\_ Second\_\_\_\_\_

52) Board of Supervisors Report/Comment

53) Public Comment

Adjournment